

STATE OF MARYLAND CDBG PROGRAM

**SFY 2021
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor**

Kenneth C. Holt, Secretary

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2021**

1. Name of Jurisdiction: Talbot County, Maryland	2. County (Municipal applicants only):
3. Address: South Wing, Talbot County Courthouse 11 North Washington Street Easton, MD 21601	4. Name of Subrecipient or Business, if applicable, and their DUNS Number: Talbot County Early Head Start Family Support Center
5. FID Number: 52-6001028 DUNS Number: 029110582	6. Name, phone number and email of jurisdiction's contact person for this application: Jessica Morris (410) 770-8010 jmorris@talbotcountymd.gov
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Talbot County Early Head Start (Family Support Center) Relocation and Renovation Project - The project involves renovation of four classrooms retained following the demolition of the Easton Elementary School – Dobson Building as part of construction of the new Easton Elementary School campus. The renovation will provide space to house Early Head Start classrooms to serve 65 infants and toddlers in a federally funded early care and education program, as well as, office space, kitchen and laundry facilities. Project location: 305 Glenwood Avenue Easton, MD 21601	
8. Project type: <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ <u>800,000</u> Local funds \$ <u>800,000</u> Other funds \$ Total costs \$ <u>1,600,000</u>	11. U.S. Congressional District No. <u>1</u> State District No. <u>37B</u> (List State legislators for entire district): Senator Adelaide Eckardt Delegate Christopher Adams Delegate John Mautz, IV <hr/> <hr/> <hr/>
12. Date Public Hearing held: 12/15/20 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	

16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? ☐ Yes ☐ No

17. Digital Photos and CD included? ☒ Yes ☐ No *(each must be labeled)*

18. Date: 12/14/20

DRAFT

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

The project involves renovation of four classrooms retained following the demolition of the Easton Elementary School – Dobson Building as part of construction of the new Easton Elementary School campus. The renovated portion of the building is adjacent to the existing Head Start program operated by Shore Up, Inc. and on the campus of the newly constructed Easton Elementary School. The renovation will provide space to house Early Head Start classrooms to serve 65 infants and toddlers in a federally funded early care and education program, as well as, office space, kitchen and laundry facilities. Preliminary planning for the project has been completed and the contractor, Whiting Turner, has been identified. Upon approval of funding, the project is ready to proceed.

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need. If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

Describe the need for the proposed project.

Talbot County Early Head Start currently provides comprehensive early care and education and family support services to 65 at-risk infants and toddlers and their families residing in Talbot County. The first three years of life provide the foundation from which children develop critical competencies that allow them to learn, grow, and reach their full potential in school and in life. Engaging families in this process is essential as they are the primary caregivers of their children. Early Head Start satisfies the needs of both children and their families by providing quality early care and educational services to children, as well as, working with families to support stability, adequate resources, educational and employability support, and parent education. By strengthening families, Early Head Start children and parents are more likely to achieve economic self-sufficiency and to become productive members of the community.

The program's current facility, in spite of minor renovations during the past several years, lacks the space to serve the number of funded enrollment slots. Recent changes to the program, previously offering part day and home based services, now mandate providing full day, full week services year round. The intent of the new model is to increase intensity and duration of services to provide much needed support for families who are working or attending school, and to improve health, well-being, and school readiness of enrolled children.

The current space can house up to 52 infants and toddlers; however, existing space, water sources and bathroom facilities do not allow for the possibility to increase capacity. As a result, the program is unable to meet enrollment requirements of the grant and is at risk of losing continued funding. Closure of the program will result in the loss of services to 65 children and their families and the loss of employment for 15+ current staff.

Include statistics and other documentation supporting the described need

According to the most recent census data (2018), more than 950 children (14.6%) living in Talbot County are in families whose annual income is at or below the federal poverty income guidelines. These children are at increased risk for poor educational and health outcomes, and for experiencing adverse childhood experiences (ACES) than their peers. They are more likely to experience food insecurity and unstable housing, and less likely to be ready for school. Readiness assessment data from the 2019-2020 school year shows that less than half, 43%, of children demonstrated readiness for school. This percentage decreases significantly for children with special needs (15%) and english language learners (8%). In addition, a recent study by the Center on the Developing Child (Harvard University) concluded that children's health in the first years of life directly impacts their ability to learn, as well as lifelong health outcomes.

Discuss how the project will make an impact on the described need.

The renovation of the Dobson facility classrooms will allow the Early Head Start Program to continue its mission of providing critical services to at risk children and their families residing in Talbot County. The comprehensive nature of the Early Head Start Program addresses the needs of the child and those of the family. Children's services focus on children's health and development, including nutrition, immunizations, preventative health care, mental health, dental health, and early intervention for delays and disabilities. Families are paired with advocates to ensure they have the educational, social, material, and economic support they need to be successful. Providing services to two generations, the hope is that generational poverty, and as a result the negative impacts associated with poverty, will be alleviated and family and child outcomes will improve.

If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

The space was slated for demolition but will instead be repurposed to house the program. By including Early Head Start (Family Support Center) on the Easton Elementary School campus, children from birth through fifth grade will be able to be served on one campus allowing for comprehensive resources to be available to families and a seamless transition for children as they matriculate from Early Head Start to Head Start and into the Easton Elementary School system.

Building will undergo a complete renovation with CDBG funds to become functional and additional improvements i.e. furnishings, etc. will be funded by the recipient.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?

Recognizing the importance of this project and the benefit to having birth-fifth grade services on one campus, the County Council has contributed \$800,000 towards this project (\$400,000 in County general funds; \$400,000 in County development impact fees). Funds have been included in the County's FY21 budget (see attached Bill no. 1456).

2. Please provide copies of award and rejection letters.

- Initial start up - 171,157
- Operational budget (year 1) - 747,402
- Family Support funds - 200,000

A significant portion of the start up and year 1 operational budgets (appr. 400k) were returned due to COVID-19 impact. Awaiting notification of whether these funds will be reinstated.

Current FY21 budget

- EHS95 base funding - 724,698
- EHS CCP base funding -170,829
- Family Support (state) funding - 200,000
- State supplemental - 13,500

In addition to grant funding, the program is eligible to receive funds through the Child Care Scholarship Program, under the Office of Child Care. The estimated annual reimbursement of child care expenses is 70k to 130,00k depending on the number of children who qualify for scholarship.

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?
no

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? _____

If yes, what is the % increase? _____

Discuss how costs were determined:

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:

PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

Kelly Griffith

Health Dept- requested
local delegation

Kathy Foster

Parents-requested

- Maryland Family Network, Baltimore, MD - program grantee - received

Dept of social services

Ches. MRC

- Talbot Family Network, Local Management Board, Easton MD -received
- Talbot County Infants and Toddlers (0-3 Early Intervention), Talbot County Public Schools, - received

ShoreUp! - requested

- Chesapeake Child Care Resource and Referral Center, Wye Mills, MD - received
- Project Right Steps, Early Childhood Mental Health Consultation, Wye Mills, MD - received

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.

TALBOT COUNTY JUDY CENTER PARTNERSHIP

The Judy Center is a partnership between Talbot County Public Schools (TCPS), community programs, agencies and organizations, as well as private business and most importantly families with the goal of assuring that all children enter school with the readiness skills they need to succeed. The Judy Center is more of a “philosophy” than a place, our services are located through the Easton Elementary School (EES) attendance area...In addition, SHORE UP Head Start and Critchlow Adkins Children’s Centers “wrap around care” programs are located on the EES campus.”

TCPS provides space to the Judy Center at their EES campus. By including Early Head Start (Family Support Center) on the Easton Elementary School campus, children from birth through fifth grade will be able to be served on one campus allowing for comprehensive resources to be available to families and a seamless transition for children as they matriculate from Early Head Start to Head Start and into the Easton Elementary School system.

TALBOT COUNTY COMPREHENSIVE PLAN, CHAPTER 4, COMMUNITY SERVICES AND FACILITIES

Vision – Talbot County provides services that effectively meet the County’s changing needs and are consistent with planned land use patterns. Through thoughtful planning and the integration of programs, valuable community services and facilities enhance the quality of life in Talbot County.

Countywide Community Service and Facility Policies

4.1 Public facilities and services intended to meet countywide needs should be centrally located. Likewise, facilities and services intended to serve local community needs should be located within the community.

4.2 Public facilities and services should be scaled to the needs of the area they are designed to serve.

4.5 Wherever possible, existing County and town public facilities should be expanded rather than creating new facilities.

4.8 The County should seek State coordination to assist with the establishment of effective public facilities for new development.

TOWN OF EASTON COMPREHENSIVE PLAN, COMMUNITY FACILITIES AND SERVICES

Pg. 199,:To continue to provide a high-quality of community services and facilities through adequate maintenance of existing systems and the addition of new facilities/services when necessary to guarantee public health, safety and welfare and enhance the quality of life for those who visit, live, or work in Easton.

Pg. 200: To coordinate Town community facilities with Plans and services of other agencies.

2. **For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**
3. **Is your project located in a Priority Funding Area? ☒ Yes ☐ No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects: Census tract: 960300?

PART E

NATIONAL OBJECTIVE:

1. Using the attached “National Objective” chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

☐

1. Benefit to Low and Moderate Income Persons:

☐ Area Benefit (LMA)

☐ % Determined by survey or census (Attach Survey Approval Ltr)

☐ Housing (LMH)

☐ Single Family

☐ Multi-Family

☐ Financial Assistance

☐ Water and Sewer Connections

☒ Limited Clientele (LMC)

☐ Presumed

x 51% of clientele are persons whose family is LMI

☐ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

x Jobs (LMJ)

x Job Creation 8-10 Relocation to the new facility will allow the program to fill 8-10 positions needed to provide program services

☐ Job Retention - Relocation to the new facility will ensure continued employment of 14 current program staff

Total estimated # of beneficiaries 10 teachers

beneficiary \$25,000 yr

Total estimated # of LMI beneficiaries 10 estimated

CDBG \$ per LMI beneficiary \$_____

% of LMI beneficiaries to total _____%

☐

2. Elimination of Slum and Blight:

☐ Area Basis

☐ Spot Basis

NATIONAL OBJECTIVE CHART

Nat. Objective	Subcategory	Definition	Test
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> * Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	Activity must qualify under one of the following: <ul style="list-style-type: none"> * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> * Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> * Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> * Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety NOTE: Must demonstrate code enforcement actions taken by the local government
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> * At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family

**Low/Moderate Income Benefit
Worksheet A
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries _____ (*Count by Persons*)

2. **Estimated** Total LMI Beneficiaries _____ (*Count by Persons*)

3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

Count for all estimated persons in the service area:		<i>RACE</i>	<i>Ethnicity (Hispanic or Latino)</i>
a.	Total White	_____	_____
b.	Total Black or African American	_____	_____
c.	Total Asian	_____	_____
d.	Total American Indian or Alaska Native	_____	_____
e.	Total Native Hawaiian or Other Pacific Islander	_____	_____
f.	Total American Indian or Alaska Native and White	_____	_____
g.	Total Asian & White	_____	_____
h.	Total Black or African American & White	_____	_____
i.	Total American Indian or Alaska Native & Black or African American	_____	_____
j.	Other Multi-Racial	_____	_____
Total (number of all by <u>Race</u> must be the same as #1 above)		_____	_____

4. **Total** Number of Female-Headed Households _____

5. **Total** Number of Disabled _____

6. Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

- 1. Estimated Total Beneficiaries 195 (Count by Persons)**
- 2. Estimated Total LMI Beneficiaries 175 (90% of total) (Count by Persons)**
- 3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:**

☒ Abused Children
☐ Battered Spouses
☐ Migrant Farm Workers
☒ Homeless Persons

☐ Elderly Persons
☐ Illiterate Adults
☐ Severely Disabled Adults
☐ Person Living with AIDS

- 4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefiting are primarily low and moderate income, please explain why the nature and location demonstrate this:**

Early Head Start is a federally funded program serving primarily (no less than 90%) low income families and children. EHS was initially developed as a compensatory program for children and families living at or below the poverty level to provide additional support to ensure children enter school ready to learn and families achieve economic self-sufficiency. Regulations require that a minimum of 90% of enrolled children be from families who are living at or below the federal poverty income guidelines. Income is verified at enrollment.

- 5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits.**

Early Head Start is a federally funded program serving primarily low income families and children. Regulations require that a minimum of 90% of enrolled children be from families who are living at or below the federal poverty income guidelines. Income is verified at enrollment.

The activity is restricted to the LMI persons. Please identify activities:

Program activities include quality early care and education services for infants and toddlers, promoting the health and well-being of enrolled children, early identification of developmental delays, nutrition services, childcare, and parenting education. Family Services staff support adults of enrolled children in identifying and achieving educational, employment, and self-sufficiency goals.

6. Describe the proposed accomplishments of the project:

With approval of this project, the Talbot County Early Head Start Program will have the space and capacity to continue to provide quality early care and education services to 65 at-risk infants and toddlers and their families. Children and families will receive comprehensive services designed to support school readiness, positive health and mental health outcomes, provide much needed childcare services, and support families' attainment of economic self-sufficiency. The goals of the program include:

- Increased capacity to provide early care and education services to 65 at-risk infants and toddlers in Talbot County
- Provide full day, full week services to enrolled children including meals (or formula) and snacks
- Provide extended day child care to at least 13 enrolled children
- Improve child outcomes related to health and development such as:
 - children will be up to date on the recommended schedule of preventative health care including immunizations, well child visits, and dental exams
 - children will meet widely held developmental expectations in all areas
 - children identified with developmental delays will receive appropriate early intervention services through Part B of the Individuals with Disabilities Education Act (IDEA)
 - demonstrate healthy social-emotional competencies (behavior, regulation)
 - children will demonstrate readiness for school
- Families (parents, guardians) will set and achieve educational and employment goals
- Families will increase their knowledge of child development and positive parenting behaviors
- Families will secure needed resources for stability and economic self-sufficiency
- Overall child and family well being will improve

In addition, approval of the project will allow for retention of current program staff and employment opportunities for 8-10 new employees.

Low/Moderate Income Benefit

Worksheet C Housing (LMH)

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries *Count* _____ *Units AND* _____ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? _____
Of these, how many are to be occupied by LMI persons? _____
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? _____
Of these, how many are to be occupied by LMI persons? _____
4. For housing rehabilitation, how many total units will be rehabilitated? _____
5. For housing rehabilitation, how many total units will receive emergency repairs? _____
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? _____
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? ☐ Y ☐ N If yes, provide specific explanation of why this area was targeted.
8. Will program income be generated by this activity? ☐ Y ☐ N
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

Slum/Blight Worksheet D

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: ☐ Slum and Blight - Area Basis **OR** ☐ Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? ☐ No ☐ Yes

If yes, what is the date of designation? _____

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? ☐ No ☐ Yes

Have a substantial percentage of deteriorated buildings? ☐ No ☐ Yes

What is the percentage? ____%

3. Does the activity address one or more of the blighting conditions? How?
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

NOTE: If your project involves the acquisition of property as an activity to eliminate blight, then the national objective should address the intended use of the property.

**Low/Moderate Income Benefit
Worksheet E
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create jobs? yes Will this project result in retention of existing jobs?
yes
2. How many total jobs are estimated to be created? 8-10
Of those created, how many will be taken by LMI persons? 8-10
3. How many total jobs are estimated to be retained? 17
Of those jobs retained, how many are retained by LMI persons? 15

Taken By Standard

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.

What would be sufficient for this??? Letter from the Health Department?
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.

Current employees? Do I need employee names or just positions?

3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.

Community Health Outreach Workers - 8 to 10 positions
Coordinator of Special Programs/Family Services Coordinator (currently vacant) 1
4. Provide evidence supporting the estimated number of jobs to be created.

Will budget salary detail for vacant positions work here?

Retention Standard

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

Early Head Start is a federally funded program and, as such, must comply with the Head Start Performance Standards detailed in the federal register. Non-compliance with the standards can result in loss of grant funding for the program. The standards have clear guidelines related to under enrollment. Enrollment is currently being reported by the grantee to the regional Office of Head Start on a bi-monthly basis. If the program is unable to secure adequate space to serve its funded enrollment, it is at risk of losing its funding. (ACF-PI-HS-18-04) Uploaded document

Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.

From whom? Delegate? grantee?

3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

Program Director (Program Administrator)
Child Development Coordinator (Coordinator of Special Programs)
Child Development Teacher **(9)** (Community Health Outreach Worker)
Family Advocate **(2)** (Community Health Outreach Worker)
Data Entry Clerk/Dietary Aide (Clerk/Cook)
Office Clerk (Office Clerk)
Bus Driver (Transportation)
Custodian (Custodian)

Early Head Start title (State of Maryland Job Classification)

Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Talbot County Early Head Start Family Support Center
2. Delegate Agency - Talbot County Health Department
3. Business Management: ???
4. Company History including start-up date, type of operation, progress and number of employees to date;

Head Start Program/Family Support Center

Initial start up date as Family Support Center - ???

Conversion to Early Head Start Program - ???

Current number of employees - 17

The program initially opened as a Family Support Center with state funds provided by Friends of the Family, a non-profit organization in Baltimore, Maryland to the Talbot County Health Department. In 20??, the program was converted to a federally funded Early Head Start Program and awarded additional enrollment slots to serve additional children and families. The program continues to receive both state and federal funding and remains under the original grantee, now Maryland Family Network (formerly Friends of the Family). The program is currently funded for 65 children, and increase of ?? to original ???.

5. 215 Bay Street Suite 1 Easton, Maryland 21601
Early Care and Education; Family Support
Service area: Talbot County, Maryland

Certificate of Good Standing from the State of Maryland if an existing business. - n/a - government agency

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

n/a

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (please break down the costs as far as possible). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. **INDICATE STATUS OF FUNDS** using “P” for pending, “C” for committed, “R” for received, “N” for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG	APPLICANT	OTHER	OTHER	OTHER		
Renovation of existing structure	\$800,000					\$800,000	G
County taxes		\$400,000				\$400,000	R
Impact Fees		\$400,000				\$400,000	R
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
Project Admin. (Cash)						\$0	
Project Admin. (In-Kind)						\$0	
General Admin. (Cash)						\$0	
General Admin. (In-Kind)						\$0	
TOTALS BY SOURCES OF FUNDS	\$800,000	\$800,000	\$0	\$0	\$0	\$1,600,000	

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project; Neighborhood Service Center's Housing for Homeless Project (acquisition and renovation of 6 South Street, Easton, MD) and CDBG-CARES projects including food assistance programs through Talbot County Senior Center (Brookletts Place) – additional Meals on Wheels and St. Michaels Community Center – food pantry and staff.

2. Identify others who will assist in the administration of this CDBG project.

Neoma Rohman, Eleventh House Solutions will assist the County with grant preparation. Ms. Rohman has previously assisted the County with the YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project.

3. Amount of funds requested for Project Administration, if any: None

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	March 1, 2021	
Environmental Review	March	May 2021
Preliminary Engineering	Completed	
Site Acquisition	June	June 2021
Bidding & Selection Engineering	July	August 2021
Meeting 180 Day Expenditure Requirement	August	August 2021
Engineering	September	December 2021
Bidding & Selection Construction	January 2022	February 2022
Construction	March	February 2023

NOTE: *An Environmental Review is the first step for every funded grant after award date*

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	Day 0	Day 0	Applicant
ENVIRONMENTAL REVIEW	Day0	>Day 90	Applicant

Act ID	Description	Orig Dur	Rem Dur	Early Start	Early Finish
PRECON					
1000	Bid	20d	20d	11JAN21 *	08FEB21
1010	Scope Reviews	10d	10d	08FEB21	22FEB21
1020	GMP Submission	5d	5d	22FEB21	01MAR21
1030	GMP Review/Approval	10d	10d	01MAR21	15MAR21
1040	Notice to Proceed	0	0	15MAR21	
1045	Issue Subcontracts	10d	10d	15MAR21	29MAR21
SUBMITTALS & PROCUREMENT					
1055	Submittals	40d	40d	29MAR21	24MAY21
1110	Casework Procurement	30d	30d	19APR21	31MAY21
1115	MEP Equipment Procurement	50d	50d	19APR21	28JUN21
CONSTRUCTION					
1050	Mobilize	5d	5d	22MAR21	29MAR21
1060	Interior Selective Demolition	15d	15d	29MAR21	19APR21
1070	Plumbing Selective Demolition	15d	15d	05APR21	26APR21
1075	Underground Plumbing	20d	20d	14APR21	12MAY21
1077	Slab Repair at trenches	5d	5d	07MAY21	14MAY21
1080	Framing	10d	10d	29MAR21	12APR21
1090	In-Wall Rough-in	15d	15d	12APR21	03MAY21
1100	Above Ceiling Rough-in	15d	15d	03MAY21	24MAY21
1120	Casework Installation	2d	2d	31MAY21	02JUN21
1130	Drywall Install	7d	7d	03MAY21	12MAY21
1140	Drywall Finish	7d	7d	12MAY21	21MAY21
1150	Paint 1st Coat	5d	5d	21MAY21	28MAY21
1160	Paint Final Coat	5d	5d	03JUN21	10JUN21
1170	Ceiling Grid	3d	3d	28MAY21	02JUN21
1180	Ceiling Tile at devices & border tile	2d	2d	02JUN21	04JUN21
1185	Device Trim Out	1d	1d	02JUN21	03JUN21
1190	Drop Balance of Ceiling Tile	3d	3d	02JUN21	07JUN21
1200	Plumbing Fixtures	5d	5d	02JUN21	09JUN21
1210	Lights	5d	5d	02JUN21	09JUN21
1220	HVAC Electrical Connections	5d	5d	05JUL21	12JUL21
1230	HVAC Equipment Installation	5d	5d	28JUN21	05JUL21
1235	HVAC Ductwork	15d	15d	10MAY21	31MAY21
1240	Main Electrical Service	15d	15d	17MAY21	07JUN21
1250	Flooring	6d	6d	10JUN21	18JUN21
1260	Plumbing Piping	10d	10d	10MAY21	24MAY21
1265	Startup / Balance / Commission	10d	10d	12JUL21	26JUL21
CLOSEOUT					
1270	WT Work To Complete	5d	5d	26JUL21	02AUG21
1280	WT punchlist	10d	10d	02AUG21	16AUG21
1290	A/E Punchlist	10d	10d	16AUG21	30AUG21
1300	Substantially Complete	0	0		30AUG21
1310	Final Documentation & Closeout	20d	20d	30AUG21	27SEP21

PART I

DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? x Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? x Yes ☐ No
3. Use the space below to:

a.
on the project; and

Discuss Davis-Bacon rates and their impact

b.
your cost estimates.

Explain how you calculated the rates into

a. In past experience Davis Bacon increases costs by 11-12%

b. The increase is factored into unit cost (budgetary phase) and will eventually be formalized once we request specific rates for the project and used during the bidding phase.

PART J

ACQUISITION / RELOCATION:

1. Has site control been secured? ☒ **Yes** ☐ **No** If yes, explain how:

2. Has an option been secured? ☒ **Yes** ☐ **No** If yes, explain how:

Will have a lease with Talbot County Public Schools

3. Estimated cost of acquisition:

\$ 0

4. Sources of funds for acquisition:

n/a

5. Number of parcels to be acquired:

Residential: 0

Business 0

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☒ No

7. Is acquisition of easements required? ☐ Yes ☒ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☒ No ☐ Unknown

If yes, explain:

9. Estimated cost of relocation:

\$ n/a

10. Sources of funds for relocation:

n/a

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☒ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

and provide copy of lease if available

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☒ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ Yes ☐ No If yes, please describe:

In 2014 the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for the purpose of exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016 Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties will be improved with seven owner occupied new construction, durable and energy efficient single family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

Due to COVID-19, the County's part-time Housing Coordinator position is currently vacant. It is anticipated the position will be filled by early spring.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Habitat for Humanity Choptank
Housing Commission of Talbot County
Neighborhood Service Center (Community Action Agency for Talbot County)
St. Vincent de Paul
Talbot County Department of Social Services
Talbot Interfaith Shelter

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

Yes

PART L

ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation or rehabilitation of a building that is at least 50 years old or is located in a national historic register district? ☒ Yes ☐ No (more than 50, not in a national historic register district)
2. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
4. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No
5. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No
6. Is your project new construction? ☐ Yes ☒ No

If you answered YES, is the proposed project located in any of the following:

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:

- a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
- c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Chuck F. Callahan, President
Talbot County Council
Chief Elected Official

Signature

Date

DRAFT